



County of Los Angeles
Department of Public Social Services

Bryce Yokomizo
Director

November 6, 2002

TO: Each Supervisor

[Handwritten signature]

FROM: Bryce Yokomizo, Director

**SUBJECT: GAIN VOCATIONAL SERVICES - NOTIFICATION OF INTENT TO
NEGOTIATE A CONTRACT AMENDMENT GREATER THAN \$250,000**

In accordance with your Board motion of February 23, 1999, which requires that you be notified of sole source contracts of \$250,000 or greater, this is to inform you that we plan to amend our GAIN Vocational Services (GVS) Agreement with the City of Hawthorne to include the Wage-Based Community Service (WBCS) program. Implementation of WBCS will require your approval of three issues, which we plan on recommending for your December 3, 2002 agenda. They are as follows:

1. Extension of the current GVS Agreement via Amendment.
2. Approval of the Department's amended Community Service (CS) Plan.
3. Approval of our request for delegated authority to incorporate WBCS via Amendment upon receiving State approval of the amended CS Plan.

In my original March 27, 2002 Board memo (see attachment), I advised your Board of my intent to negotiate a new three-year Agreement with the City of Hawthorne for GVS without a WBCS component. However, your June 26, 2002 approval of \$1,311,000 in Performance Incentive (PI) funds for WBCS necessitated a different approach in order to incorporate WBCS, utilize the City of Hawthorne's experience in administering our current Grant-Based Community Service program, and continue to provide current services for the full three-year term the State allows.

The first steps in implementing WBCS requires the Department to: 1) prepare training instructions for DPSS staff to inform participants and refer those interested in WBCS; 2) make necessary programming changes on our computer systems to allow for effective automated referrals and tracking of participants; and 3) revise its current CS Plan, as the current plan only provides for a grant-based component.

Each Supervisor
November 6, 2002
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Operationally, we are nearly ready to implement WBCS, and with your approval of the amended CS Plan, we will submit it to the State for their approval. Per State requirements, the State must approve any changes in the CS Plan prior to implementation.

Although we expect the State to expedite their approval of the amended CS Plan, the State may delay approval beyond December 31, 2002. As previously mentioned, the City of Hawthorne currently administers the Grant-Based Community Service program and has the resources to administer the wage-based component. However, the Agreement's 18-month term is due to expire on December 31, 2002. The 18-month extension is needed to allow the contractor to continue to provide ongoing services, including maintaining directories of vocational education and training providers, acting as intermediary between the Department and work experience providers, and administering the Grant-Based Community Service program. The 18-month extension will allow us to take advantage of the full three-year term the State allows.

The final step in the process will involve my request for delegated authority to incorporate WBCS into the current Agreement via a future contract Amendment. As mentioned, your Board's approval of the amended Plan would still require State approval. Therefore, we are not able to concurrently request approval of the amended CS Plan and of an amendment to incorporate WBCS. Your approval of delegated authority to me will allow the Department to expedite implementation shortly after receiving the State's approval of the amended CS Plan.

We project a January 2, 2003 program implementation date. We estimate costs associated with the implementation of WBCS to be approximately \$400,000. Because the Performance Incentive funds may no longer be available beyond June 30, 2003, the WBCS program may terminate by June 30, 2003. However, current services administered by Hawthorne will continue beyond WBCS' termination, as those services are funded by CalWORKs Single Allocation.

BY:ro

Attachment

c: Executive Officer, Board of Supervisors
Chief Administrative Officer
County Counsel



County of Los Angeles
Department of Public Social Services

Bryce Yokomizo
Director

March 27, 2002

TO: Each Supervisor

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FROM: Bryce Yokomizo, Director

**SUBJECT: GAIN VOCATIONAL SERVICES - NOTIFICATION OF INTENT TO
NEGOTIATE A SOLE SOURCE CONTRACT**

In accordance with your Board motion of February 23, 1999, on sole source contracts of \$250,000 or greater, I am informing you that we intend to negotiate a non-competitive contract with the City of Hawthorne for the provision of GAIN Vocational Services. The current contract with the City of Hawthorne expires December 31, 2002. California Department of Social Services (CDSS) regulations allow contracting with local government agencies without formal advertising.

Under the current contract, the City of Hawthorne coordinates, maintains and distributes 10 provider directories (e.g., Vocational Education and Training, On-The-Job Training, and Vocational English-as-a-Second Language) to all Los Angeles County GAIN regional and sub-regional offices. The City of Hawthorne also provides intermediary services to administer and subcontract Work Experience and Community Service to CalWORKs participants. These services are determined to be core services funded with CalWORKs Single Allocation. The current contract amount for January 1, 2002, through December 31, 2002, is \$870,377. Due to our budget constraints, we plan to negotiate a new contract beginning January 1, 2003, with a yearly cost for less than this amount.

The City of Hawthorne's experience working with DPSS on the non-salaried Work Experience program has been invaluable to the Department in the ongoing development of the CalWORKs Community Service program. Development of this program is essential and has included countywide outreach to prospective Community Service program work sites, creation of a new inventory for Community Service providers and co-development of new outreach materials.

The new contract would be for a term of three (3) years, beginning January 1, 2003, through December 31, 2005.

The Honorable Board of Supervisors
March 27, 2002
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Unless otherwise instructed by your Board, we will proceed to negotiate the sole source contract within two weeks.

BY:ld

c: Chief Administrative Officer
County Counsel
Executive Officer, Board of Supervisors